

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DODE04410978</u>	DATE POSTED: <u>11/02/15</u>
POSITION NO: <u>940747</u>	CLOSING DATE: <u>11/16/15</u>
POSITION TITLE: <u>Senior Accountant</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Nation Johnson-O'Malley Program/Window Rock, Arizona</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>8:00AM - 5:00PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>          </u> \$ <u>44,054.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>          </u> \$ <u>21.18</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u>          </u>

**DUTIES AND RESPONSIBILITIES:**

Senior Accountant has responsibility for finances related to the Johnson-O'Malley (JOM Program; established and maintain technical accounting systems applicable to the General Accepted Accounting Principles (GAAP) and practices as prescribed in 2 CFR 225 (Formerly Circular A-87) and Circular A-133 Single Audit; assumes responsibility for the application of professional standards and practices in analyzing the financial records of the subcontractors; cost reimbursement reports; conducts on-site monitoring visits to respective school districts to review fiscal activities; shall solicit and consolidate financial report(s) from subcontractors for preparation of close-out reports to funding agencies; maintain accurate accounting system on all subcontractors for the program involving budgets, invoices, modifications/amendments of budgets; provide technical assistance to subcontractors; interpret the JOM policies, rules, regulations and guidelines to school districts through meetings, conferences, workshops, etc.; coordinate and assist co-workers; assist with assigned high level administrative assignments; conduct property inventory and accountability.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

**Preferred Qualifications:**

- A Master's degree in Accounting, Finance, Business Administration or closely related field.
- Proficiency in computerized accounting systems and applications, including general software applications.

**Special Requirements:**

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting.  
Knowledge of accounting principles, practices and procedures.  
Knowledge of computerized accounting systems and applications, including general software applications.  
Knowledge of Generally Accepted Accounting Principals (GAAP); 2 CFR 225; Circular A-133 Single Audit Act.  
Skill in preparing detailed and complex numerical computations and reports.  
Skill in developing and monitoring source budgets using automated spread sheet and word processing systems.  
Skill in analyzing financial systems, procedures and controls.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**